

Motor Carrier Services

IRP Staggered Registration

Requirements Checklist

Hypertext links in PDF format are surrounded with a blue box.

Selecting Fleet Registration Month(s)

Registrants were offered the option of selecting four (4) potential fleet registration months for each fleet. Each potential fleet registration month must have been from a different quarter in the calendar year.

This was a one-time process for the implementation of staggered registration. Future requests to change the assigned fleet registration month(s) will be addressed by Motor Carrier Services Division (MSCD), Indiana Department of Revenue when they occur.

Figure 1 is the form that was used to select your staggered registration month(s) for each fleet. All efforts were made by MCSD to accommodate primary selections. Registrant's second, third or fourth selections may be utilized at the discretion of MCSD.

Staggered Registration Initial Phase

The current annual registration method will be used for the registration year 2000-2001. Current fleet registration credentials expire March 31, 2001. Renewal packets will be mailed out in mid-October 2000. After a registrant submits the renewal and it is processed by IRP, the registrant may receive two (2) registration billing statements, contingent upon the assigned staggered registration month.

For the months of August, September, October, November and December: One billing statement is the "transition bill" which is the prorated apportioned fees due for the time period between April 1, 2001 to the staggered registration month in 2001. An example of a transition bill scenario: Registrant X selects and receives August as their staggered registration month. The transition billing statement reflects the prorated apportioned fee calculations for the four (4) months of April 1, 2001 through July 31, 2001.

The second billing statement is the "primary" bill which is the apportioned fees due for the twelve (12) month period of the staggered registration month in the year 2001 to the last day of the month prior to the staggered registration month in 2002. In the scenario above, the primary bill would reflect the twelve months of the period August 1, 2001 through July 31, 2002.

Billing Statement Payment Options

Transition Bills & Due Dates for August, September, October, November and December:

If the registrant receives a transition bill and a primary bill, then the registrant has the option to pay one or both bills. If the registrant opts to pay only one bill at that time, then it must be the transition bill. The transition bill must be paid upon receipt. The primary bill must be paid by the due date printed on the primary billing statement.

Special Billings for April, May, June or July Selections:

If the registrant has selected or received a renewal registration month of April 2001, May 2001, June 2001 or July 2001, then the primary billing statement will reflect twelve (12), thirteen (13), fourteen (14) or fifteen (15) months respectively. That one billing statement must be paid upon receipt.

Special Billings for January, February, or March Selections:

Registrants opting for and receiving January 2001, February 2001 or March 2001 as the IRP staggered fleet registration month, then the primary billing statement will reflect ten (10) months, eleven (11) months or twelve (12) months respectively. That one billing statement must be paid upon receipt. January 2002 is the month in which staggered registration will be fully implemented. Those registrants that have January 2002 as their staggered registration month will receive a registration renewal packet from IRP in staggered registration month will receive a registration renewal packet from IRP in October 2001 to renew the fleet registration credentials that expire December 31, 2001.

Credentials

If the registrant elects to pay only the transition bill (August 2001 through December 2001), then the credentials will be generated with an expiration date of the last day of the month prior to the assigned registration month in 2001.

When the primary bill is paid, the registrant will receive credentials with an expiration date of the last day of the month prior to the registration month in 2002.

If the registrant elects to pay both bills by the transition bill due date (upon receipt), then one set of credentials will be produced. The credentials will be valid for the transition bill length and the twelve (12) month period of the registration month of 2001 to the last day of the month prior to the staggered registration month in 2002.

Other Important Information

Registration renewals will be processed in date order received. Walk-in registration renewal processing will begin on the fifteenth (15th) day in your staggered registration month.

All non-renewed credentials (apportioned license plate and cab cards) must be returned to the IRP office by the date shown in Figure 3 for each staggered registration month.

Mileage Reporting Periods

For months April 2001 through December 2001, all bills will be calculated using the mileage reporting period of July 1, 1999 through June 30, 2000.

For months January 2002 through March 2002, all bills will be calculated using the mileage reporting period of July 1, 2000 through June 30, 2001.

Billing and Renewal Schedules

Figure 2 illustrates important billing statement information regarding the staggered registration implementation

period.

Figure 2 details include:

Column 1 staggered registration months
Column 2 number of bills associated with the staggered registration month
Column 3 number of months registrant is billed for in the transition bill
Column 4 expiration date of paid transition bill credentials
Column 5 number of months registrant is billed for in the primary bill
Column 6 payment due date for bill
Column 7 expiration date of paid primary bill credentials
Column 8 registrant option of paying one or both billing statement

Figure 3 illustrates the staggered registration renewal cycle, and gives dates after staggered registration has been implemented and the twelve (12) month renewal cycle has started. Following the prescribed due dates provides the optimum targeted effect of staggered registration.

Figure 3 details include:

Column 1 staggered registration months
Column 2 mileage reporting period to be used for the initial year of staggered registration
Column 3 date renewal received by registrant from IRP
Column 4 postmarked due date of registrant submitting IRP registration renewal
Column 5 registration renewal payment due date
Column 6 credentials received by registrant from IRP
Column 7 date valid credentials are to be placed on or in renewed apportioned vehicle
Column 8 return dates of non-renewed or refund requests
Column 9 Proof of Heavy Vehicle Use Tax to be submitted

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Other State and Federal Agency contact information:

No external links available.